

# Fire Safety Plan

**CITY OF THOROLD  
FIRE STATION #1  
16 TOWPATH STREET  
THOROLD, ONTARIO**

This approved document shall be kept readily available on the premises in the fire safety plan box at all times for use by fire officials in case of an emergency.

The designated location of the Fire Safety Plan is in the fire safety plan box in the west entrance vestibule.

The designated assembly area for evacuation is in the parking lot south of the building.

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## **PART 1 INTRODUCTION**

It is the owner's responsibility to affect a plan that can be both easily understood and implemented by staff. What follows is a fire safety plan which has been developed specifically for the City of Thorold Fire Station #1.

This plan has been formulated to assign responsibilities and to guide the immediate actions of the Fire Station staff at the onset of an emergency. For this plan to be effective, it is essential that all concerned be aware of its provisions and that each staff member and user organization be prepared to carry out their assigned functions and responsibilities in an emergency.

The implementation of the Fire Safety Plan helps to ensure effective utilization of life safety features in a building to protect people from fire. The Fire Safety Plan should be designed to suit the resources of each individual building or complex of buildings. It is the responsibility of the owner to ensure that the information contained within the Fire Safety Plan is accurate and complete and is communicated to all staff and building users.

The Fire Safety Plan has been approved by the City of Thorold Fire & Emergency Services, but this does not in any way relieve the owner, the lessee, or the management, of their responsibilities as set out under the Fire Protection and Prevention Act and Ontario Fire Code. This official document is to be kept readily available at all times for use by staff and fire officials in the event of an emergency.

### **Location of the Fire Safety Plan: Fire Safety Plan Box in the west entrance.**

Building construction and fire safety equipment provide a great deal of protection. However, it is the action of the building owner, staff and the occupants that will improve the chances of surviving a fire emergency.

When a fire alert is "yelled" by an occupant, it is a clear indication that a fire emergency exists. Building staff members must complete the duties assigned to him or her. Others responding to the alarm will be assigned duties by the supervisor in charge as necessary. Every staff member and event user or organizer should understand the basic principles of Fire Safety Planning. To be most effective, each staff member and event user or organizer must know and understand the specific emergency duties assigned to them.

## **ONTARIO FIRE CODE - EMERGENCY PLANNING**

### **EXCERPTS FROM THE ONTARIO FIRE CODE:**

#### **DIVISION A - Part 1 - Article 1.2.1.1.**

"Unless otherwise specified, the owner is responsible for carrying out the provisions of this code."

#### **DIVISION B - Part 1**

##### **Notification**

1.1.1.1. Where tests, repairs or alterations are made to fire protection installations, including sprinkler and standpipe systems, a procedure of notification shall be established, and the procedure shall include notifying the fire department and the building occupants where necessary for safety in the event of a fire emergency.

##### **Check, inspect and test**

1.1.1.2. (1) The checking, inspection and testing of fire safety devices shall be conducted in accordance with this Code.

(2) Where specific references to checking, inspection and testing of fire safety devices are not made in this Code, such devices shall be maintained to ensure they operate as per their design requirements.

(3) Any appliance, device or component of a device that does not operate or appear to operate as intended when checked, inspected or tested as required by this Code shall be repaired or replaced if the failure or malfunctioning of the appliance, device or component would adversely affect fire or life safety.

##### **Records to be prepared**

1.1.2.1. (1) If a test, corrective measure or operational procedure required by this Code is conducted, a written record shall be prepared noting what was done and the date and time it was done.

(2) If an inspection required by this Code is conducted in a supported group living residence or an intensive support residence regulated under the Services and Supports to Promote the Social Inclusion of Persons with Developmental Disabilities Act, 2008, a written record shall be prepared noting what was inspected and the date and time of the inspection.

##### **Retention of records**

1.1.2.2. (1) Subject to Sentence (2), the original or a copy of any record required by this Code shall be retained at the building to which the record relates

(a) for a period of at least two years after being prepared, and

(b) so that at least the most recent and the immediately preceding record of a given test or inspection are retained.

(2) The initial verification or test reports for fire protection systems installed after November 21, 2007 shall be retained throughout the life of the systems, regardless of whether the systems are installed in accordance with this Code or the Building Code.

##### **Records to be made available on request**

1.1.2.3. The original or a copy of any record required by this Code shall be made available to the Chief Fire Official for examination on request.

Division B - Part 1 - Section 2.8. "Emergency Planning" of the Ontario Fire Code sets out specific requirements for the preparation and posting of fire safety procedures in all public assembly buildings, institutional buildings, residential buildings and others identified by the Ontario Fire Code.

The building 'owner' is responsible for preparing an emergency plan, acceptable to the Fire Chief, and for ensuring that the building occupants and staff are familiar with the emergency plan. The Ontario Fire Code defines owner as: **"Owner means any person, firm or corporation having control over any portion of the building or property under consideration and includes the persons in the building or property."** Building occupant instructions must be prominently posted on each floor area.

The **"owner"** and/or his agent (manager, superintendent, etc.) are responsible, for the following:

- Prepare and submit a draft fire safety plan to the Chief Fire Official for review and approval
- Once approved, the owner must implement the plan and follow all requirements as set out in the plan.
- The fire safety plan shall be kept in the building in an approved location. You must contact the Thorold Fire & Emergency Services Fire Prevention Officer to determine the proper location.
- Building staff must be properly trained to discharge their emergency duties as set out in the plan
- Building occupants must be provided with information regarding fire safety
- Emergency instructions must be prominently posted on each floor
- Fire safety maintenance duties must be conducted, as set out in the plan and written records kept of all fire safety maintenance duties.

The Ontario Fire Code must be referred to for the exact regulation requirements. If you require any assistance, you should contact the fire department.

Thorold Fire & Emergency Services  
Fire Prevention Office  
16 Towpath Street  
Thorold  
Phone: 905-227-6412, Ext 25      Email: fpo@thorold.com

The 'owner, or owner's agent must review this fire safety plan on an annual basis, or after any changes to the building, or staffing. Any revisions, required as a result of these changes or the annual review, must be submitted to the Chief Fire Official, for review and approval.

## **FIRE SAFETY COORDINATOR**

The supervisor of this facility will be the Fire Safety Coordinator for the building. The Fire Safety Coordinator is required to comply with the provisions of the fire safety plan and to ensure that staff has been trained on their duties outlined in the plan.

### **RESPONSIBILITIES:**

1. Appoint a designate to assume the duties of Fire Safety Coordinator during absences.
2. Appoint Department Supervisors to assist Fire Safety Coordinator with emergency evacuation and day to day fire safety duties.
3. Review the Fire Safety Plan annually with all staff, including new employees.
4. Assign the duties of the Fire Safety Plan to appropriate staff.
5. Provide training to staff so they are able to carry out their assigned duties of the Fire Safety Plan.
6. Ensure all duties of the Fire Safety Plan are carried out as described in the plan.
7. With assistance from the City of Thorold Facilities Manager, ensure that all fire safety systems and equipment are properly maintained and that written records are kept of all fire safety maintenance duties.
8. Upon yearly review of the Fire Safety Plan, any required changes must be approved by Thorold Fire and Emergency Services.

### **TRAINING OF STAFF:**

Emergency response can only be effective when all staff and facility users fully know and understand the duties and responsibilities assigned to them. It is the responsibility of the Fire Safety Coordinator to ensure that the following fire safety training requirements are attained as set out below in accordance with this manual and as often as is necessary.

1. All staff, including supervisors, will be trained on an annual basis on any duties assigned to them with regards to the Fire Safety Plan.
2. All staff will be required to read the Fire Safety Plan annually and will sign an acknowledgement form to indicate this has been completed.
3. New employees will be required to read the Fire Safety Plan and sign off they have done so. In addition, new employees will be provided with training for any duties assigned to them with regards to the Fire Safety Plan.
4. The duties of the Fire Safety Plan which will be assigned to individuals can include the following:
  - Method of sounding fire alarm
  - Evacuation procedures
  - Providing assistance to persons unable to evacuate
  - Location and an understanding of the function of fire and life safety systems and equipment
  - Use of fire extinguishers
  - Identification and control of fire hazards
  - Maintaining records of maintenance of fire and life safety systems and devices

## **DISTRIBUTION OF THE PLAN**

- The copies of the Fire Safety Plan will be distributed as follows:
- 1. One complete copy in the fire safety plan box
- 2. One complete copy for the Fire Safety Coordinator

## **PART 2(A)**

### **AUDIT OF BUILDING RESOURCES**

**OCCUPANCY TYPE(s):** Fire Station - Industrial, Group F, Division 2(OBC)  
Second Floor Hall - Assembly, Group A, Division 2(OBC)

**ADDRESS:** 16 Towpath Street, Thorold, Ontario

**YEAR BUILDING BUILT:** Unknown.

**BUILDING AREA:** Building Area - 426 m<sup>2</sup> (4,588 sq ft)

**BUILDING HEIGHT:** Two storey, no basement.

**CONSTRUCTION TYPE:** Combustible and Non-combustible.

**OCCUPANT LOAD:** Fire Station: 10 persons  
Second Floor Hall: 160 persons

**ACCESS:**  
Designated Fire Route: NO

**NEAREST HYDRANT LOCATIONS:**  
One municipal hydrant 48 metres south on the east side of Towpath Street.  
One municipal hydrant 59 metres north on the southeast corner of Towpath Street and Albert Street, West.

**WATER SUPPLY :** Municipal

**KEYBOX:** NO

**HEATING:**  
Hot water, natural gas-fired, boiler in boiler room, southeast corner of building.

**MAIN GAS SHUT-OFF LOCATION:**  
Exterior, south side of building.

**MAIN ELECTRICAL SHUT-OFF LOCATION:**  
Boiler room, southeast corner of building.

**MAIN DOMESTIC WATER SHUT-OFF LOCATION:**  
Boiler room, southeast corner of building.

**FIRE ALARM SYSTEM:** NO

**EMERGENCY VOICE COMMUNICATIONS:** NO



**SMOKE CONTROL MEASURES:**

Openable windows and doors only.

**STANDPIPE AND HOSE SYSTEM:** NO

**SPRINKLER SYSTEM:** NO

**FIRE DEPARTMENT CONNECTION:** NO

**PORTABLE FIRE EXTINGUISHERS:** YES

Locations: See schematic drawings.

**EMERGENCY LIGHTING:** YES

Locations: See schematic drawings.

**EXTRA HAZARDOUS AREAS IN THIS BUILDING:** NO

**ELEVATOR:** NO

**EXITS:** Refer to schematics for location of exits.

**EMERGENCY POWER:** YES - Standby Generator

Location: Exterior of building on the east wall.

Fuel: Diesel - Fuel tank attached to Generator outside.

Transfer Switch: Located in Boiler room.

Uses: Full building.

**ELETROMAGNETIC LOCKING DEVICES:** NO

**PART 2(B)  
AUDIT OF HUMAN RESOURCES**

**PROPERTY OWNER:** City of Thorold  
3540 Schmon Parkway, P. O. Box 1044  
Thorold, ON L2V 4A7  
Phone: 905-227-6613

**FIRE STATION SITE:** Fire Station #4  
2189 Regional Road 20  
Thorold, Ontario  
Phone:

**FIRE SAFETY COORDINATOR:** Brian Dickson, Fire Chief  
Phone: 905-227-6412  
Mobile: 905-651-2287

**FIRE SAFETY COORDINATOR:  
(ALTERNATE)** Vince Giovannini, Fire Prevention Officer  
Phone: 905-227-6412  
Mobile: 905-401-3890

**FACILITES MANAGER:** Curtis Dray  
Phone: 905-227-1911  
Mobile: 905-933-6252

**EMERGENCTY AFTER HOURS:** 905-227-3521

**SYSTEMS INSPECTIONS & MAINTENANCE COMPANIES:**

Portable fire extinguishers: Birmingham Fire Control - 905-227-1991  
Great Lakes Fire Services - 905-246-6094  
Emergency Lighting: Birmingham Fire Control - 905-227-1991  
Great Lakes Fire Services - 905-246-609

**PART 2(C)  
FIRE PROTECTION SERVICES**

**FIRE DEPARTMENT:** City of Thorold Fire & Emergency Services

**FIRE CHIEF:** Brian Dickson, Chief Fire Official

**ADDRESS:** 3540 Schmon Parkway, P. O. Box 1044  
Thorold, ON L2V 4A7

**PHONE:** 905-227-6412

**NEAREST FIRE STATION TO SITE:** Station 1, 16 Towpath Street

**DISTANCE FROM SITE TO NEAREST FIRE STATION:** N/A

**MUNICIPAL WATER SUPPLY FOR FIRE FIGHTING:** YES

**DISTANCE TO NEAREST HYDRANT:**

One municipal hydrant 48 metres south on the east side of Towpath Street.  
One municipal hydrant 59 metres north on the southeast corner of Towpath Street  
and Albert Street, West.

**FULL TIME FIRE FIGHTERS:** Yes

**FIRE PREVENTION OFFICE:** 905-227-6412, Ext 25

**FIRE DISPATCH:** 905-684-4311

**EMERGENCY:** 911

## **PART 3(A) EMERGENCY PROCEDURES FOR BUILDING OCCUPANTS/STAFF**

### Upon Discovery of Smoke/Fire:

Leave fire area immediately  
Close all doors behind you  
Alert occupants, yell "FIRE"  
Leave building via nearest Exit  
Call 9-1-1  
If possible, notify staff of the fire location  
Proceed to designated meeting area: south parking lot

### Upon Hearing Fire Alert:

Leave building immediately via closest exit  
Close all doors behind you  
Call 9-1-1  
Proceed to designated meeting area: south parking lot

## **REMAIN CALM AT ALL TIMES.**

### **CAUTION Confining, Controlling & Extinguishing a Fire**

This is primarily the responsibility of the THOROLD FIRE & EMERGENCY SERVICES. The production of toxic fumes in buildings makes firefighting potentially dangerous, particularly if a large amount of smoke is being generated.

Only after ensuring everyone has evacuated the area, the alarm has been raised and the THOROLD FIRE & EMERGENCY SERVICES has been notified, should an experienced person (familiar with fire extinguisher operation) attempt to extinguish a small fire. This is a voluntary act. Never attempt to fight a fire alone. If it cannot be easily extinguished with the use of a portable fire extinguisher, leave the area and confine the fire by closing the door. Leave the building and await the arrival of the THOROLD FIRE & EMERGENCY SERVICES.

## **PART 3(B)**

### **EMERGENCY PROCEDURES FOR SUPERVISORY STAFF**

#### **Upon Discovery of Smoke/Fire:**

Leave fire area immediately

Close all doors behind you

Alert occupants, yell "FIRE"

Call 9-1-1

Only use fire extinguisher if trained and confident doing so

Under the direction of the Fire Safety Coordinator, if safe to do so, direct occupants/staff to:

- exit via nearest exit
- go to designated meeting area: south parking lot

Provide assistance to Fire Department if required

#### **Upon Hearing the Building Fire Alarm:**

Call 9-1-1

If there is a fire, only use fire extinguisher if trained and confident doing so

Under the direction of the Fire Safety Coordinator, if safe to do so, direct occupants/staff to:

- exit via nearest exit
- go to designated meeting area: south parking lot

Provide assistance to Fire Department if required

#### **Related Duties:**

In general:

- Establish emergency measures as necessary to be followed in time of emergency;
- Appoint and organize designated supervisory staff to undertake safety duties;
- Provide instruction and training to personnel of their responsibilities for fire safety;
- Ensure measures are taken to mitigate fire hazards;
- Keep the doors in fire separations closed at all times;
- Keep access to exits and EXITS, inside and outside, clear of any obstructions at all times;
- Do not permit combustible materials to accumulate in quantities or locations that would constitute a fire hazard;
- Promptly remove all combustible waste from areas where waste is placed for disposal, if applicable;
- Keep access roadways, fire routes and fire department connections clear and accessible for fire department use;
- Maintain the fire protection equipment in good operating condition at all times;
- Participate in fire drills. Occupants' participation should be encouraged;
- Have a working knowledge of the building fire and life safety systems;

- Keep accurate records of all staff and occupants that would normally be expected to be in the building and maintain a current evacuation checklist to ensure that all known occupants are evacuated in an emergency;
- Ensure the building fire and life safety systems are in operating condition;
- Arrange for a substitute in your absence;
- Comply with the Ontario Fire Code;
- In the event of any shutdown of fire and life safety systems, notify Fire Department and initiate alternative measures;
- Provide assistance to persons requiring assistance to evacuate;
- Review the fire safety plan during orientation of new employees;
- Review the fire safety plan once a year at departmental safety meetings.

### **CAUTION Confining, Controlling & Extinguishing a Fire**

This is primarily the responsibility of the THOROLD FIRE & EMERGENCY SERVICES. The production of toxic fumes in buildings makes firefighting potentially dangerous, particularly if a large amount of smoke is being generated.

Only after ensuring everyone has evacuated the area, the alarm has been raised and the THOROLD FIRE & EMERGENCY SERVICES has been notified, should an experienced person (familiar with fire extinguisher operation) attempt to extinguish a small fire. This is a voluntary act. Never attempt to fight a fire alone. If it cannot be easily extinguished with the use of a portable fire extinguisher, leave the area and confine the fire by closing the door. Leave the building and await the arrival of the THOROLD FIRE & EMERGENCY SERVICES.

## **PART 3(C)**

### **PERSONS REQUIRING ASSISTANCE TO EVACUATE**

#### **FIRE SAFETY COORDINATOR:**

- The Fire Safety Coordinator must keep a detailed list of all staff, including their locations, and the type of assistance required by any occupant who may require assistance to evacuate in the event of a fire emergency.
- In the event of a fire emergency the Fire Safety Coordinator must give a copy of this list to the responding fire office in charge upon arrival of the Fire Department.
- The Fire Safety Coordinator must be involved with the development of any method to provide assistance to all building occupants.

#### **BUILDING STAFF**

- In the event of a fire or fire alarm activation all building staff should attempt to evacuate the building by the closest exit or exit stair.
- If any staff member believes he/she would be unable to evacuate in the event of a fire emergency, he/she must notify their Fire Safety Coordinator.
- If any member of staff is unable to evacuate during a fire emergency, and is not being assisted by another staff member, he/she should call 9-1-1 to notify emergency services giving your name, building address and location within the building.
- Building staff capable of assisting other staff members with evacuation may provide assistance as follows:
  - a) Each person unable to evacuate identifies himself/herself to the Fire Safety Coordinator
  - b) Two able bodied staff persons will be assigned to each person unable to evacuate
  - c) In an emergency, if safe to do so, the two assigned persons will respond to the location of the person requiring assistance and:
    - Assist the person to evacuate the building, OR
    - Assist the person to a safe area within the building in or close to an emergency exit. One person is to wait with the person requiring assistance while the other reports the location to the Fire Safety Coordinator or Fire Officer in charge.

#### **VISITORS REQUIRING ASSISTANCE**

- All staff members should note the location of any visitors who may require assistance to evacuate during a fire emergency.
- If the alarm sounds, staff must notify their Fire Safety Coordinator or designated supervisor that a visitor or visitors require assistance to evacuate along with their locations within the building.
- The Fire Safety Coordinator or designated supervisor will assign additional staff to assist with the evacuation of visitors unable to evacuate on their own.
- Staff will provide assistance to visitors if safe to do so and ensure that their Fire Safety Coordinator or Fire Officer in charge is informed of the status of the evacuation of any such visitors.

## **PART 4**

### **RESPONSIBILITIES OF THE OWNER / OCCUPANT**

The building owner/occupant has numerous responsibilities related to fire safety and must ensure that the following measures are enacted:

- Establishment of emergency procedures to be followed at the time of an emergency.
- Appointment and organization of designated supervisory staff to carry out safety duties.
- Instruction of supervisory staff and other occupants so that they are aware of their responsibilities for fire safety.
- Holding of fire drills in accordance with the Fire Code, incorporating Emergency Procedures appropriate to the building.
- Control of fire hazards in the building.
- Maintenance of building facilities provided for safety of the occupants.
- Provisions of alternate measures for safety of occupants during shut down of fire protection equipment.
- Assuring that checks, tests and inspections as required by the Ontario Fire Code are completed on schedule and that records are retained for a minimum period of two (2) years.
- Post and maintain at least one (1) copy of the fire emergency procedures on each floor area.
- Keep a copy of the approved Fire Safety Plan on the premises in an approved location.
- Notification of the Chief Fire Official regarding changes in the Fire Safety Plan.
- Ensure that the information in the Fire Safety Plan is current.
- Designate and train sufficient alternates to replace supervisory staff during any absence.



## **PART 5 FIRE HAZARDS**

### **Industrial:**

A high standard of housekeeping and building maintenance is probably the most important single factor in the prevention of fire. Listed below are some specific hazards.

- Combustible material stored in non-approved areas.
- Fire and smoke barrier door not operating properly or wedged open.
- Improper storage of flammable liquids and gases.
- Defective electrical wiring and appliances, over-fusing, and the use of extension cords as permanent wiring.
- Careless use of smoking materials.
- Improper disposal of oily rags.

### **In general, occupants should:**

- Know how to alert occupants of the building, know where exits are located.
- Call Fire Department immediately (9-1-1) whenever you need assistance.
- Know the correct address of the building.
- Notify the building/property management if special assistance is required in the event of an emergency.
- Know the fire alarm signals and the procedures established to implement safe evacuation.
- Know the supervisory staff in your building.
- Report any fire hazard to supervisory staff.
- Participate in fire alarm drills and practice escape plans from areas of the building that you frequent. Always know at least two ways out of the building.

### **EXTRA HAZARDOUS AREAS:**

N/A

## **PART 6**

### **FIRE EXTINGUISHMENT, CONTROL OR CONFINEMENT**

In the event of a fire, ensure that the Fire Alarm has been activated throughout the building and that the Fire Department has been notified by calling 911 prior to any attempt to extinguish the fire with a portable fire extinguisher. If a small fire cannot be extinguished with the use of a portable fire extinguisher or the smoke presents a hazard for the operator, the door to the area should be closed to confine and contain the fire. Leave the fire area and follow fire emergency procedures. Only those persons who are trained and familiar with extinguisher operation should attempt to fight the fire.

#### **Suggested Operation of Portable Fire Extinguishers**

Remember the acronym P.A.S.S.

- P - Pull the safety pin
- A - Aim the nozzle
- S - Squeeze the trigger handle
- S - Sweep from side to side (watch for fire restarting)

Never re-hang extinguishers after use. Ensure they are properly recharged by a person that is qualified to service portable fire extinguishers and that a replacement extinguisher is provided.

Keep extinguishers in a visible area without obstructions around them.

#### **CAUTION: Confining, Controlling & Extinguishing a Fire**

This is primarily the responsibility of the Fire Department. The production of toxic fumes in buildings makes firefighting potentially dangerous, particularly if a large amount of smoke is being generated.

Only after ensuring everyone has evacuated the area, the alarm has been raised and the Fire Department has been notified, should a trained and experienced person (familiar with fire extinguisher operation) attempt to extinguish a small fire. This is a voluntary act. Never attempt to fight a fire alone. If it cannot be easily extinguished with the use of a portable fire extinguisher, leave the area and confine the fire by closing doors. Leave the building and await the Fire Department in the designated emergency assembly area.

## **PART 7 FIRE DRILLS**

The Ontario Fire Code requires that fire drills are conducted annually for this building. Fire drills provide the opportunity to ensure that everyone knows his or her actions to take in an emergency. The objective is to perfect a quick orderly evacuation and response to fire emergencies.

Problems noted during fire drills regarding staff responsibilities and duties, occupant response and troubles associated with the fire alarm system can be noted, documented and addressed. Solutions to the problems that arise from these exercises can be identified and rectified.

### **METHOD OF DRILL**

It is the responsibility of the FIRE SAFETY COORDINATOR, or alternate, to conduct the fire drill. Advise staff of the drill in advance; all building staff should participate. Activate one of the pull stations to sound the fire alarm. Upon hearing the alarm, all staff are to report to the Fire Safety Coordinator, who will check the fire alarm panel to determine the location of the alarm activation. The Fire Safety Coordinator will direct staff first to the area of alarm activation, then the remaining areas (keeping in mind, only if “safe to do so” during an actual fire alarm). Note any deficiencies/problems. Following each drill, all staff should attend a debriefing to report on their observations. All results must be recorded in the log and kept on site.

# RECORD OF FIRE DRILL REPORT

Fire drills will be held at least once every year to ensure efficient execution of the Fire Safety Plan. Fire drill records are required to be retained for a period of two years.

Date of Fire Drill: \_\_\_\_\_ Time of Fire Drill: \_\_\_\_\_

Name of Supervisor conducting Fire Drill: \_\_\_\_\_

Names of participating Staff: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Notices posted 24 hrs. prior to drill	YES	NO
Alert: "yelled fire" throughout the building	YES	NO
All exits clear, unobstructed and accessible	YES	NO
All exit doors operated and opened properly	YES	NO
All exit signs clear and visible	YES	NO

Deficiencies Noted: \_\_\_\_\_

General Comments: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

## **PART 8(A) REQUIREMENTS OF THE ONTARIO FIRE CODE - INSPECTION AND MAINTENANCE**

### Check/test/inspect requirements of the Ontario Fire Code:

- To assist you in fulfilling your obligations included is a list of the portions of the Fire Code that requires checks, inspections and/or tests to be conducted of the facilities. It is suggested that you read over this list and perform or have performed the necessary checks, inspections and/or tests for the items that may apply to your property.
- Fire Prevention Officers may check to ensure that the necessary checks, inspections and/or tests are being done, when conducting their inspections.
- This list has been prepared for purposes of convenience only. For accurate reference, the Fire Code should be consulted.

### Definitions for key words are as follows:

*Check* means visual observation to ensure the device or system is in place and is not obviously damaged or obstructed

*Test* means the operation of a device or system to ensure that it will perform in accordance with its intended operation or function

*Inspect* means physical examination to determine that the device or system will apparently perform in accordance with its intended function

It is stated in the Fire Code that records of all tests and corrective measures are required to be retained for a period of two years after they are made.

## **PART 8(B) GENERAL FIRE PROTECTION SYSTEMS/EQUIPMENT**

### **General**

### **Responsibility**

Doors in fire separations shall be **checked** as frequently as necessary to ensure that they remain closed.

Owner/supervisor

Exit signs shall be clearly visible and maintained in a clean and legible condition.

Owner/supervisor

Internally illuminated exit signs shall be kept clearly illuminated at all times when the building is occupied.

Owner/supervisor

### **Weekly**

When subject to accumulation of combustible deposits filters and ducts shall be **checked** weekly and be cleaned when such deposits create an undue fire hazard.

Owner/supervisor

### **Monthly**

Doors in fire separations shall be **inspected** monthly for proper operation.

Owner/supervisor

### **Yearly**

Disconnect switches for mechanical air-conditioning and ventilating systems shall be **inspected** annually to establish that the system can be shut down.

Owner/Qualified Tech

## **PART 8(C) PORTABLE FIRE EXTINGUISHERS**

### **General**

Each portable extinguisher shall have a tag securely attached to it showing the maintenance or recharge date, the servicing agency and the signature of the person who performed the service.

### **Responsibility**

Owner/supervisor

A permanent record containing the maintenance date, the examiner's name and a description of any work or hydrostatic **testing** carried out shall be prepared and maintained for each portable extinguisher.

Owner/Qualified Tech

All extinguishers shall be recharged after use or as indicated by an inspection or when performing maintenance. When recharging is performed, the recommendations of the manufacturer shall be followed.

Owner/supervisor

### **Monthly**

Portable extinguishers shall be **inspected** monthly.

Owner/supervisor

### **Yearly**

Extinguishers shall be subject to maintenance not more than one year apart or when specifically indicated by an inspection.

Owner/Qualified Tech

Maintenance procedures shall include a thorough examination of the three basic elements of an extinguisher:

- a) mechanical parts
- b) extinguishing agent
- c) expelling means

Owner/Qualified Tech

### **6 Years**

Every six years, stored pressure extinguishers that require a 12 year hydrostatic **test** shall be emptied and subjected to the applicable maintenance procedures.

Owner/Qualified Tech

## PART 8(D) EMERGENCY LIGHTING SYSTEM

### Responsibility

#### Monthly

Batteries shall be **inspected** monthly and maintained as per manufacturer's specifications.

Owner/supervisor

Ensure that battery surface is clean and dry.

Owner/supervisor

Ensure that terminal connections are clean, free of corrosion and lubricated.

Owner/supervisor

Ensure that the terminal clamps are clean and tight as per manufacturer's specifications.

Owner/supervisor

Emergency lighting equipment shall be **tested** monthly to ensure that the emergency lighting will function upon failure of the primary power supply.

Owner/supervisor

#### Yearly

Emergency lighting equipment shall be **tested** annually to ensure that the units will provide emergency lighting for a duration equal to the design criteria under simulated power failure conditions.

Owner/Qualified Tech

After completion, the charging conditions for voltage and current and the recovery period will be **tested** annually to ensure that the charging system is in accordance with the manufacturer's specifications.

Owner/Qualified Tech



## **PART 8(E) EMERGENCY POWER SYSTEMS**

### **General**

### **Responsibility**

Emergency power systems shall be **inspected, tested** and maintained in conformance with CSA C282, “Emergency Electrical Power Supply for Buildings”.

Owner/Qualified Tech

To ensure continued reliable operation, the emergency power supply equipment shall be operated and maintained in accordance with manufacturer’s instructions.

Owner/Qualified Tech

At least two copies of the instruction manual shall be maintained (one on site and one in Engineering)

Owner/Qualified Tech

### **Weekly**

The emergency electrical power supply shall be inspected, tested and maintained weekly as follows:

Consumables:

- (a) Inspect day tank fuel level (gas pressure) and main tank level (if applicable)
- (b) Inspect lubrication oil level
- (c) Inspect engine coolant level
- (d) Inspect engine, generator, fuel tank and cooling system for leaks
- (e) Inspect for operation of fuel transfer pump (if applicable)
- (f) Inspect filter for contamination if filter has filter bowl

Owner/Qualified Tech

Starter System:

- (a) Inspect electric starter for cleanliness, mounting and terminal security
- (b) Air starter:
  - (i) inspect air tanks for pressure
  - (ii) inspect valves for leakage
  - (iii) test auxiliary engine and compressor for proper operation
  - (iv) bleed off any condensation

Owner/Qualified Tech

Batteries and charging equipment:

- (a) inspect all battery cells for correct electrolyte fill level
- (b) test all battery cells for correct electrolyte specific gravity
- (c) inspect electrical connections to tightness and corrosion
- (d) inspect battery connections for tightness and dryness
- (e) inspect charger connections for cleanliness and tightness
- (f) test charger for proper operation of float equalizer modes

Owner/Qualified Tech

Engine:

- (a) Test lubrication and/or coolant heater for proper operation
- (b) Inspect governor control linkages and oil level (if applicable)
- (c) Inspect fuel pump oil sump (if applicable)
- (d) Inspect fan belts for correct tension and wear

Owner/Qualified Tech

Control Panel:

- (a) Inspect control panel covers for security
- (b) Test annunciator lamps to confirm that they are operational
- (c) Inspect control panel settings
- (d) Test remote visual and audible trouble signals at the building fire alarm panel

Owner/Qualified Tech

Inspect air control louvre settings to ensure proper operation.

Owner/Qualified Tech

Test emergency lighting units.

Owner/Qualified Tech

Inspect generator and transfer switch room(s) for cleanliness and accessibility to all components of the emergency system.

Owner/Qualified Tech

Correct all defect found during inspections and tests.

Owner/Qualified Tech

Record all inspections, tests and corrective actions in the log.

Owner/Qualified Tech

Monthly

The emergency electrical power shall be completely **tested** monthly as follows:

- (a) Simulate a failure of the normal electrical supply to the building.
- (b) Operate the system under at least 30% of the rated load for 60 minutes.

- (c) Operate all automatic transfer switches under load.
- (d) Inspect brush operation for sparking.
- (e) Inspect for bearing seal leakage.
- (f) Inspect for correct operation of all auxiliary equipment.
- (g) Record the reading for all instruments in the log and verify they are in normal range.
- (h) Drain the exhaust system condensate trap.
- (i) Inspect heater hoses and wires.
- (j) Correct all defects found during inspections and tests.
- (k) Record all inspections, tests and corrective actions in log

Owner/Qualified Tech

### Annually

Test the generator, control panel, and transfer switch in conformance with CSA C282, “Emergency Electrical Power Supply for Buildings” as follows:

Owner/Qualified Tech

#### Control Panel:

- (a) Open all inspection covers and inspect all electrical connections.
- (b) Test breakers for proper operation.
- (c) Clean insulators and bushings.
- (d) Test voltage regulator for proper operation.
- (e) Operate all moving parts to ensure that they move freely.
- (f) Clean and dress contacts as necessary.
- (g) Remove all dust.
- (h) Check gauge calibration.
- (i) With the generator operating at full load, conduct an infrared survey of all electrical connections to identify any high-resistance connections.

Owner/Qualified Tech

#### Engine:

- (a) Change engine lubrication oil and filters.
- (b) Test strength of coolant and chemical protection level of coolant inhibitors.
- (c) Change fuel filters, clean strainer, and verify that the fuel supply valve is open.
- (d) Inspect the exhaust system. Check and record the back pressure of the exhaust system to ensure that it complies with the engine manufacturer’s requirements and compare with previous readings.
- (e) Clean and lubricate linkages.
- (f) Inspect air filters.

- (g) Inspect all mechanical connections.
- (h) Inspect all electrical connections.
- (i) For spark ignition engines, inspect all components and service or replace as appropriate.
- (j) Inspect all external surfaces of heat exchanger and clean as necessary.
- (k) Inspect all belts and hoses and replace if necessary.
- (l) Test and inspect ignition system. Replace any defective components.
- (m) Inspect coolant pump for leaks and external wear.

Owner/Qualified Tech

#### Diesel fuel storage tank:

- (a) The fuel oil in any storage tank shall be tested in accordance with CSA- C282 and if the fuel oil fails such test it shall be:
  - Drained and refilled with fresh fuel, or
  - Full filtered to remove water, scale, bacteria and oxidized gums/resins in order to minimize filter clogging and ensure diesel start-up.
 Filtered fuel shall be treated with a suitable conditioner and stabilizer to minimize degradation while in storage.

Owner/Qualified Tech

#### Generator:

- (a) Test surge suppressor and rotating rectifier on brushless machines.
- (b) Grease bearings if applicable.\
- (c) Clean commutator and slip rings if applicable.
- (d) Clean rotor and stator windings using clean compressed air.
- (e) Inspect coupling bolts and alignment.
- (f) Inspect conduits for tightness.
- (g) Inspect windings at rotor and stator slots.
- (h) Inspect all electrical connections.
- (i) With the generator set operating at full load, conduct an infrared survey of all electrical connections to identify any high-resistance connections.

Owner/Qualified Tech

#### Transfer switches:

- (a) Isolate transfer switch, open all inspection covers and inspect all electrical connections.

- (b) Operate all moving parts to ensure that they move freely.
- (c) Clean and dress contacts as required.
- (d) Remove all dust.
- (e) Clean and lubricate linkages.
- (f) Conduct an infrared survey of all electrical connections, contacts and energized components while under load on both the normal and the emergency side.

Owner/Qualified Tech

General:

- (a) Lubricate door locks and hinges, especially those of outdoor enclosures.
- (b) Conduct a 2 h full-load test
- (c) As needed, review and provide instruction on the technical requirements specified in these inspection, testing and maintenance procedures with the person(s) responsible for carrying out the work.
- (d) Correct all defects found during inspections and tests.
- (e) Record all inspections, tests and corrective actions in the log.

Owner/Qualified Tech

**Five (5) Year**

Generator:

- (a) Inspect insulation of generator windings using an insulation tester (megger) and dry out insulation if necessary.

Owner/Qualified Tech

Engine:

- (a) Drain and flush the cooling system and refill with new coolant
- (b) Clean radiator tubes and cooling fins.
- (c) Replace thermostats.
- (d) Inspect valve clearances and adjust as appropriate.

Owner/Qualified Tech

General:

- (a) Correct all defects found during inspection and tests.
- (b) Record all inspections, tests and corrective actions in the log.

Owner/Qualified Tech

## **PART 8(F): INSPECTION/MAINTENANCE RECORDS**

The Ontario Fire Code mandates that the owner is responsible for carrying out the provisions of the Fire Code.

It is the owner's responsibility to ensure that the required checks, inspections, and tests are carried out in accordance with the applicable standards at the prescribed time intervals. All deficiencies found during checks, inspections, and tests shall be corrected.

Fire prevention officers may request the required documentation to ensure that the prescribed checks, inspections and/or tests are being done when conducting their inspections.

Written records shall be kept on the attached Record Sheets and maintained readily available on site at all times for a period of at least two (2) years after they have been made:

- Weekly Maintenance Record
- Monthly Maintenance Record
- Annual and Five Year Maintenance Records
- Six and Twelve Year Maintenance Records
- Repairs or Replacements of Equipment/Systems Record

**FIRE SAFETY MAINTENANCE RECORD**  
**WEEKLY MAINTENANCE DUTIES**

YEAR: \_\_\_\_\_

Place 'Date' Duty Completed in Box Each Week

BUILDING: Fire Station #1

ADDRESS: 16 Towpath Street

Fire Safety Maintenance Duty

Date Duty Completed

1. Check duct outlets in ventilation systems for evidence of accumulation of combustible deposits such dark colouring around the grilles.	1												
												52	
2. Exit signs checked to ensure that they are illuminated and have not been damaged.	1												
												52	
3. Check to ensure that doors in fire separations are self-closing and latching, are not propped, wedged, or blocked and free of any obstructions.	1												
												52	

**FIRE SAFETY MAINTENANCE RECORD**

**YEAR:** \_\_\_\_\_

**WEEKLY MAINTENANCE DUTIES**

Place 'Date' Duty Completed in Box Each Week

**BUILDING:** Fire Station #1

**ADDRESS:** 16 Towpath Street

**Fire Safety Maintenance Duty**

**Date Duty Completed**

4. Check corridors, aisleways and exits to ensure that they are free of obstructions, storage or any other debris.	1												
													52
5. Inspect and test emergency power system in accordance with CSA-C282.	1												
													52
	1												
													52



**FIRE SAFETY MAINTENANCE RECORD**  
**MONTHLY MAINTENANCE DUTIES**

**YEAR:** \_\_\_\_\_

Place 'Date' Duty Completed in Box

**BUILDING:** Fire Station #1

**ADDRESS:** 16 Towpath Street

**Fire Safety Maintenance Duty**

**Day of the Month**

1. Inspect all doors in exits for proper operation and function.	January	February	March	April
	May	June	July	August
	September	October	November	December
2. Emergency lighting systems, batteries, units and lamps to be inspected and tested as detailed in Fire Safety Maintenance Duties.	January	February	March	April
	May	June	July	August
	September	October	November	December
3. Inspect all portable fire extinguishers.	January	February	March	April
	May	June	July	August
	September	October	November	December
4. Conduct emergency power (generator) system inspection and testing in accordance with CSA-C282.	January	February	March	April
	May	June	July	August
	September	October	November	December

**FIRE SAFETY MAINTENANCE RECORD  
ANNUAL MAINTENANCE DUTIES**

**YEAR:** \_\_\_\_\_

Place 'Date' Duty Completed in Box

**BUILDING:** Fire Station #1

**ADDRESS:** 16 Towpath Street

Fire Safety Maintenance Duty	Date Duty Completed
1. Inspect all flues and flue pipes.	
2. Inspect disconnect switches for mechanical air conditioning and ventilation systems.	
3. Conduct fire drill.	
4. Conduct a test of the emergency lighting system to ensure it operates as designed. (Duration at least ½ hour)	
5. Carry out maintenance procedures for fire extinguishers by qualified personnel.	
6. Conduct tests of the emergency power, control panel and transfer switch per CSA-C282.	

**FIRE SAFETY MAINTENANCE RECORD  
FIVE YEAR MAINTENANCE DUTIES**

Place 'Date' Duty Completed in Box

**BUILDING:** Fire Station #1

**ADDRESS:** 16 Towpath Street

Fire Safety Maintenance Duty	Date Duty Completed		
1. Conduct inspection, tests and maintenance duties for emergency power system in accordance with Part 10(G) above and CSA-C282.			

**FIRE SAFETY MAINTENANCE RECORD  
SIX YEAR MAINTENANCE DUTIES**

Place 'Date' Duty Completed in Box

**BUILDING:** Fire Station #1

**ADDRESS:** 16 Towpath Street

Fire Safety Maintenance Duty	Date Duty Completed		
1. Replace the extinguishing agent in dry chemical fire extinguishers.			
2.			

**FIRE SAFETY MAINTENANCE RECORD  
TWELVE YEAR MAINTENANCE DUTIES**

Place 'Date' Duty Completed in Box

**BUILDING:** Fire Station #1

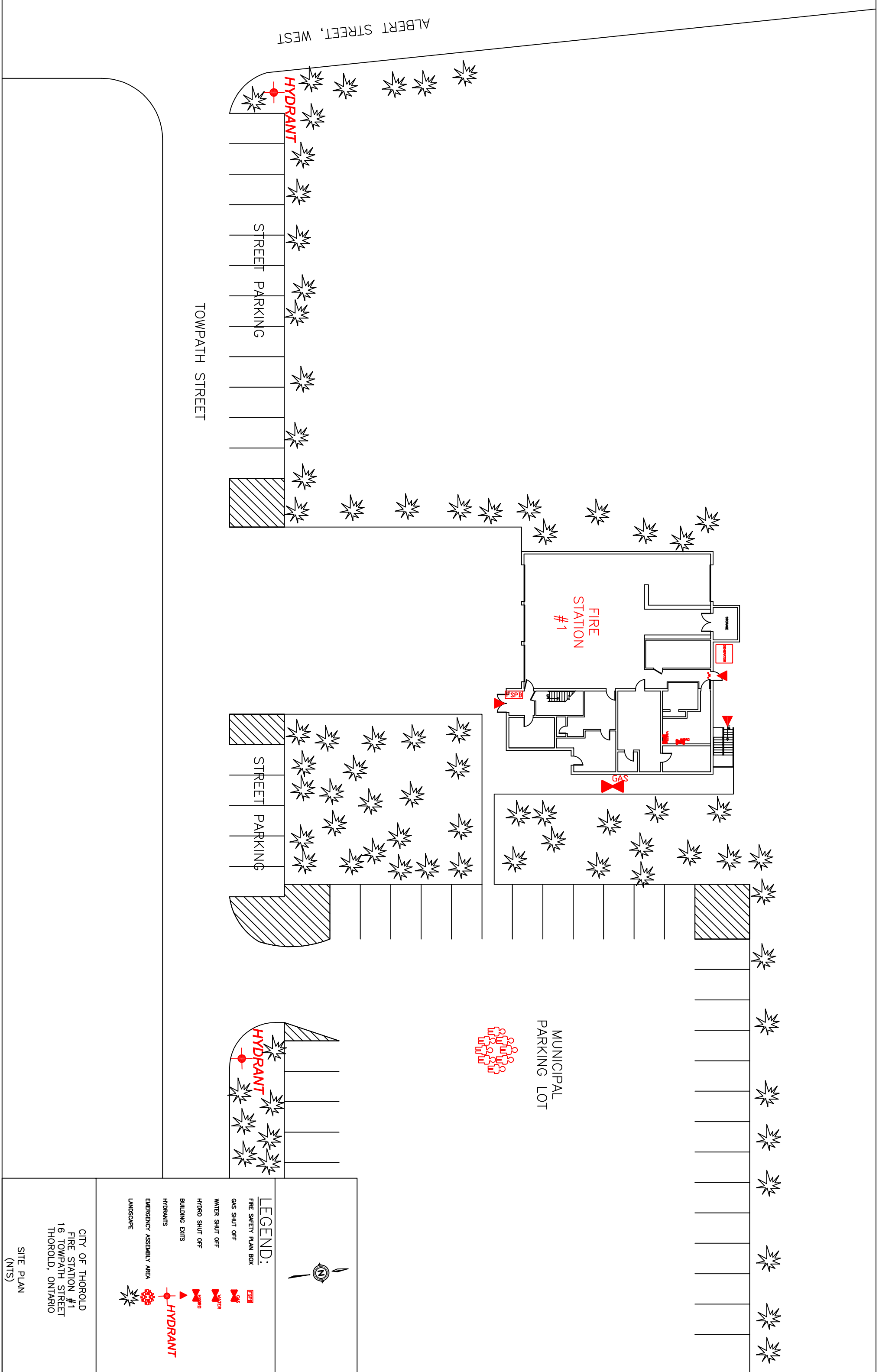
**ADDRESS:** 16 Towpath Street

Fire Safety Maintenance Duty	Date Duty Completed		
1. Conduct hydrostatic testing of dry chemical fire extinguishers, as required, by qualified personnel.			



**PART 9**  
**BUILDING SCHEMATICS**

See attached building schematics.



MUNICIPAL  
PARKING LOT

FIRE  
STATION  
#1









TOWPATH STREET

STREET PARKING

ALBERT STREET, WEST

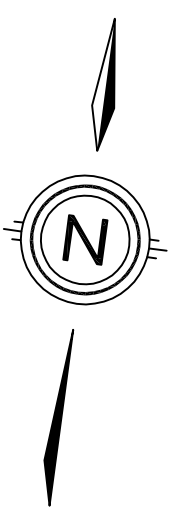
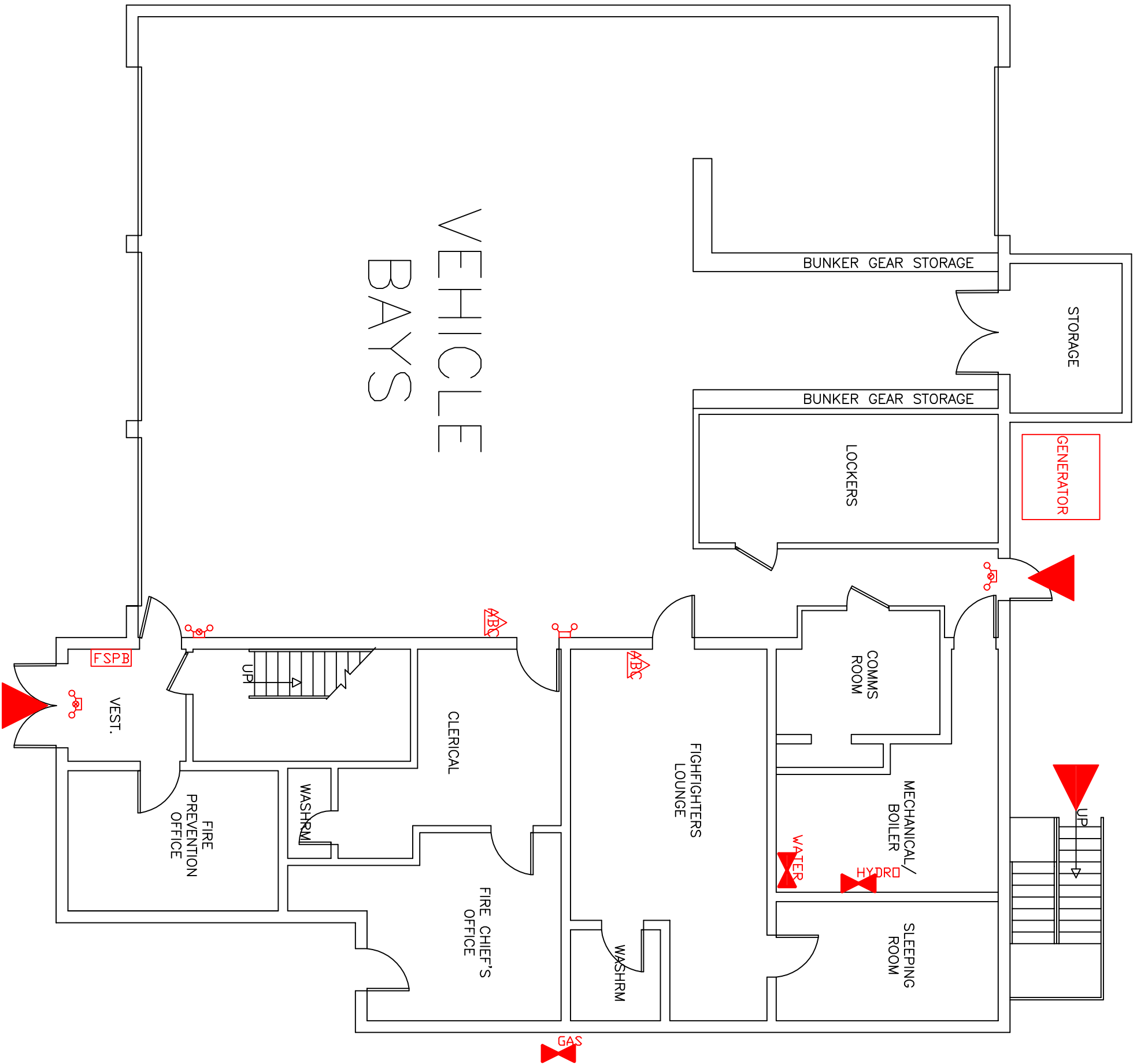


**LEGEND:**












-  FIRE SAFETY PLAN BOX
-  GAS SHUT OFF
-  WATER SHUT OFF
-  HYDRO SHUT OFF
-  BUILDING EXITS
-  HYDRANTS
-  EMERGENCY ASSEMBLY AREA
-  LANDSCAPE

CITY OF THOROLD  
FIRE STATION #1  
16 TOWPATH STREET  
THOROLD, ONTARIO

SITE PLAN  
(NTS)

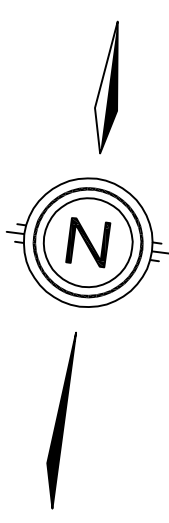
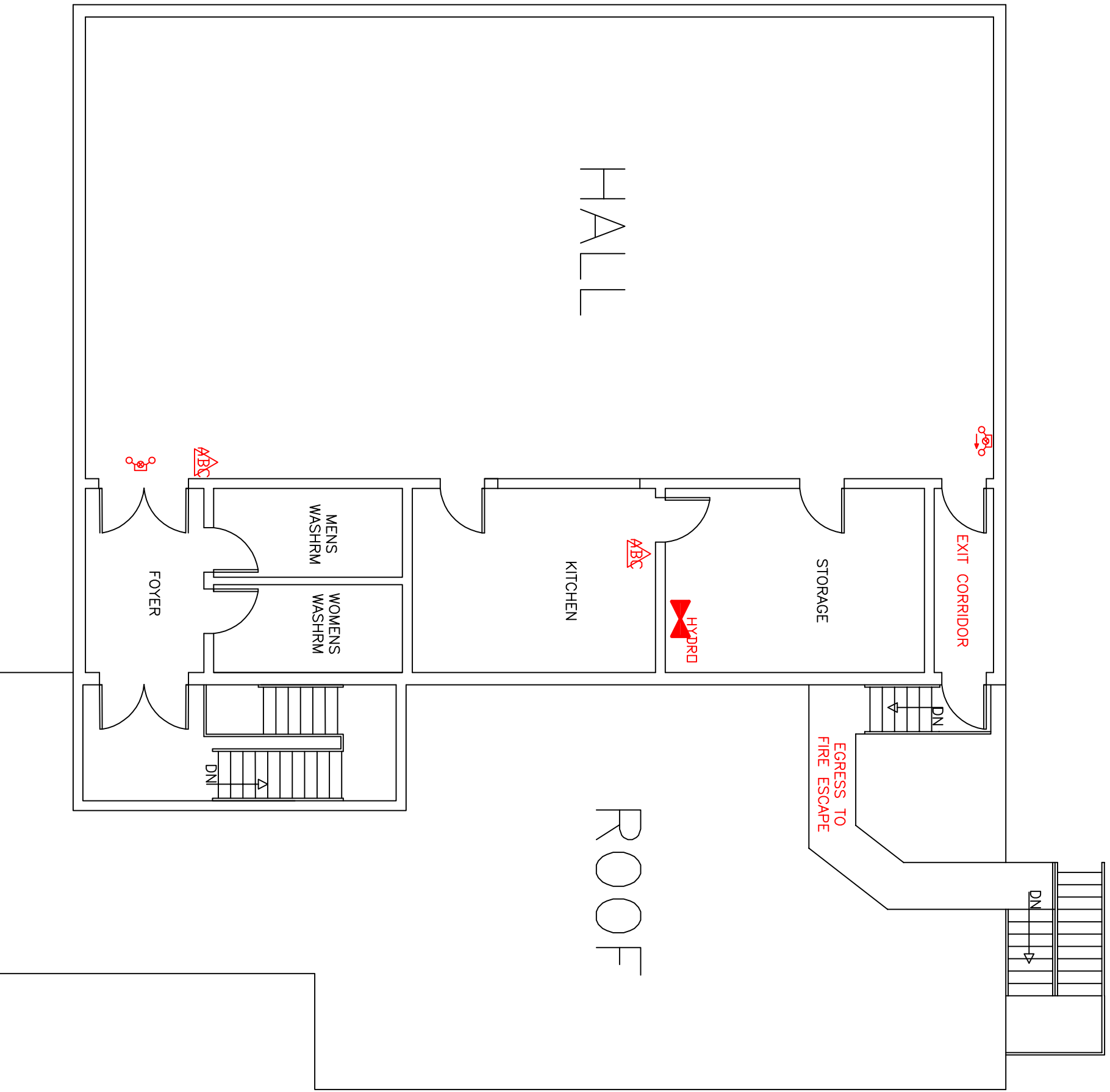


**LEGEND:**











-  FIRE SAFETY PLAN BOX
-  EXIT SIGN
-  COMBO EXIT SIGN/EMERGENCY LIGHT
-  EMERGENCY LIGHT WITH BATTERY PACK
-  REMOTE EMERGENCY LIGHT HEAD
-  FIRE EXTINGUISHER
-  ABC
-  GAS SHUT OFF
-  WATER SHUT OFF
-  HYDRO SHUT OFF
-  BUILDING EXITS

CITY OF THOROLD  
 FIRE STATION #1  
 16 TOWPATH STREET  
 THOROLD, ONTARIO

GROUND FLOOR PLAN  
 (NTS)



**LEGEND:**

-  FIRE SAFETY PLAN BOX
-  EXIT SIGN
-  COMBO EXIT SIGN/EMERGENCY LIGHT
-  EMERGENCY LIGHT WITH BATTERY PACK
-  REMOTE EMERGENCY LIGHT HEAD
-  FIRE EXTINGUISHER
-  GAS SHUT OFF
-  WATER SHUT OFF
-  HYDRO SHUT OFF
-  BUILDING EXITS

CITY OF THOROLD  
 FIRE STATION #1  
 16 TOWPATH STREET  
 THOROLD, ONTARIO

GROUND FLOOR PLAN  
 (NTS)